

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

Tax Clerk

Jurisdictional Class: **Competitive**
Date Adopted: **March 15, 1999**
Date Revised: **July 16, 1999**
Jurisdictions: **Towns & Villages**
Union Status: **CSEA**
Pay Grade: **7**

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for performing specialized clerical functions in the collection and maintenance of delinquent tax accounts, as well as, a variety of other office duties. Work is performed under direct supervision of the Treasurer or other higher-level supervisor. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Calculates the amount of tax interest due by multiplying base tax times interest rate and period delinquent;
Receives, records and issues receipts for real property tax payments;
Searches tax rolls and other files;
Checks and maintains a variety of tax records;
Conducts tax searches, completes tax map certifications and certificates of residency;
Answers the telephone, waits on customers and gives out general information;
Performs a variety of clerical activities such as filing and typing;
Prepares and mails late notices;
Answers questions concerning delinquent tax accounts;
Distributes incoming and outgoing mail;
Assists at annual tax sale;
Assists in processing forms and records;
Operates various office equipment such as computers, typewriters, calculators, copiers, fax machines, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of English and business arithmetic; working knowledge of the principles and practices relating to tax collection and the preparation of delinquent tax bills; working knowledge of the principles and techniques involved in maintaining and checking tax accounts; ability to perform arithmetic computations; ability to establish good working relationships with employees, taxpayers, attorneys and other tax collection officials; ability to understand and follow detailed oral and written directions; clerical aptitude; accuracy; dependability; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school diploma **AND** two (2) years of clerical experience in the processing of tax accounts or records or other similar work; **OR**
- (B) Three (3) years of clerical experience in the processing of tax accounts or records or other similar work; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

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Last Reviewed: 7/16/99
Last Updated: 07/16/99
Reviewed By: n/a
Last Reallocated: n/a